



PEACE CORPS/ZAMBIA
Human Resources Assistant: VA- 05/2021

Peace Corps/Zambia wishes to invite applications from suitably qualified persons to fill the position of Human Resources Assistant (HRA)

LOCATION: Lusaka

WORK SCHEDULE: Full Time 40 hours/Week

STARTING SALARY: o/a ZMW 250,347.00/Annum

General Description

The Human Resources Assistant (HRA) under the supervision of the Human Resource Specialist (HRS) will assist in the coordination of all aspects of Human Resources management for PC/Zambia. The position requires strong organizational and communication skills, excellent language skills, ability to prioritize, plan, and execute efficient management of multiple concurrent tasks. It is a multi-functional position requiring a high degree of energy, flexibility, and attention to detail. Maintaining confidential information is critical to this position.

MAJOR DUTIES AND RESPONSIBILITIES

Personnel and Administrative Management

- Update and maintain all staff personnel records and files, both in hard copy and electronically.
- Ensure weekly filing of HR and financial PSC documents in the appropriate folders and in accordance with PC regulations.
- Coordinate Time and Attendance (T&A) records; maintain and monitor all post-level timekeeping materials, such as leave forms, timesheets, the PC-57, etc.
- Assist with management of staff health insurance scheme records.
- Assist with coordination of the Peace Corps/ Zambia incentive award process.
- Assist with the mid and end of contract performance evaluations process.
- Track mandatory staff training records.
- Track and update security certifications for short and long-term PSCs in Odyweb. Update the ID badge list and send security/access requests as needed.
- In case of staff departure print the checkout list and track it until all items are completed and the checkout list is ready for DMO signature.
- Maintain auditable archive of departed PSC files.

Recruitment and Selection

- Assist with coordination of all recruitment procedures including developing and posting announcements, reviewing applications for minimum qualifications, organizing interview panels, and checking references.
- Assist with the process of security clearance for new staff, both long and short term.
- Process and request vendor identifications for staff by submitting to Peace Corps Washington.

Contract Management

- Assist the HRS manage the portfolio of long and short PSC contracts including periodic modifications.
- Assist with contract scans and uploads in Odyweb.
- Process invoice payments for short-term PSCs.
- Assist with the annual service contracts and casual labor micro PSC contracts after Contracting Officer approval and edit for HRS review before signatures; Track contract renewal cycles as needed to ensure a timely process.

Requirements Qualifications

In order to be selected for this position, the applicant must be legally eligible to work in Zambia, must not have been employed in intelligence-related activities, and must submit an application that clearly documents how they meet each of the following requirements:

- Diploma in Human Resources Management, Business Administration or a related field of study. Possession of a bachelor's degree in a related field will be an added advantage.
- At least three years of experience in human resources management, public administration, administrative management or related field in a professional setting such as a Government agency or international organization. Professional experience working with a US Agency or a donor funded, multi-cultural organization will be an added advantage.
- Good working knowledge of HR functions (pay & benefits, recruitment, training and development etc.).
- Good working knowledge of English (spoken and written).
- Good communication and customer service skills.
- Solid knowledge of MS Office and its various applications and proficiency in payroll systems.

Applications and supporting documentation including a typed cover letter that clearly documents how you meet each of the above requirements, CV, educational certifications, and at least three traceable references must be submitted by close of business January 6, 2022.

Only email applications will be accepted and should be addressed to:

Email: ZM-jobs@peacecorps.gov clearly stating your name and position applied for in the subject line of your email.

(E.g. John Doe, Human Resources Assistant)

Only short-listed candidates will be notified and no telephone inquiries will be entertained.

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